



Mohammed Ali Alameer

ADMINISTRATIVE, MAINTENANCE PLANNER, MATERIALS EXPEDITOR, INVENTORY CLERK & LOGISTIC OPERATIONS.

📍 Almohammedyah area,
334333 Dammam, Saudi Arabia

☎ 00966560637845

in mohammed-alameer-6520b1167

👤 Married

✉ malameer.1980@gmail.com

📅 Dec 15, 1979

🇸🇦 Saudi Arabia

📄 Profile

As a communication major, with a proven record of more than 14 years of experience to adapting myself to be as Administrative, & in Computer Maintenance also. Inventory clerk, 2 years customer services & 3 years in IT and Maintenance Planner with enormous exposure to all disciplines, my goal is to leverage my skills and knowledge to help succeed. Some of the activities that I will carry out during my work in order to fulfill my objectives include the following:

- Cooperate with the workplace supervisor in duties assigned to me.
- Use my skills in developing digital communication platform that is suitable for the needs of the institution.
- Ensure that speed workplace audit performance by providing my help as necessary.
- Ensure good communication networks between various departments of the institution.
- Develop some recommendations on how to improve the speed of the productivity.

📁 Professional Experience

MAINTENANCE PLANNER, Hadi Hamad Al Hammam Holding Company (Saudi Aramco) Al-Safaniya, Eastern Region, Saudi Arabia
Type of employment, Contract
Jan 2020 – present | Safaniya, Saudi Arabia

MATERIALS EXPEDITOR & INVENTORY CLERK, ,
Nov 2018 – Dec 2019 | Safaniya, Saudi Arabia

Front End Specialist position in IT department,
SNAS DHL EXPRESS
Jan 2008 – Aug 2011 | Khobar, Saudi Arabia

Inventory clerk, GULF STEVEDORING CONTRACTING CO. LTD
Jan 2003 – Jul 2010 | Dammam, Saudi Arabia

Customer service advisor, SNAS DHL EXPRESS
May 2006 – Dec 2007 | Khobar, Saudi Arabia

Computer Maintenance, GALACTIC GATEWAY COMPUTER SERVICES
Jun 2001 – Oct 2001 | Hofuf, Saudi Arabia

🤝 Volunteering

Marketing and advertising, CHAMBERSBURG LIBRARY
Apr 2015 – Apr 2015 | Chambersburg, PA, US

🏆 Awards

Safaniya Offshore Producing Department certificate of appreciation, Saudi Aramco
2018

The employee of the month in services Department-Dhahran,
SNAS DHL Express
Nov 2016

The country manager award, SNAS DHL Express
Nov 2016

The employee of the month, SNAS DHL Express
Oct 2007

🌐 Languages

English | Arabic

🎓 Education

Bachelor's of Art (BA) Communication, Wilson College
Jun 2013 – Jan 2018 | Chambersburg, PA, United States
Grade: 2.740 out of 4.00

📄 Certificates

- Awarded in recognition of completing five years of service on May 8th 2006. (SNAS DHL Express).

📖 Courses

Hazardous Materials Communication Program, Saudi Aramco
Sep 2019 – Sep 2019 | Safaniya, Saudi Arabia

Intensive English, PORTLAND STATE UNIVERSITY
Jan 2012 – Mar 2013 | Portland, OR, US

Intensive English, KAPLAN INTERNATIONAL CENTER
Sep 2011 – Dec 2011 | Portland, OR, US

Planning Organizing and Time Management, DHL EXPRESS
Jun 2011 – Jan 2011 | Khobar, Saudi Arabia

TRAINING CENTER KING ABDULAZIZ SEAPORT
Jun 2003 – Jul 2003 | Dammam, Saudi Arabia

🏠 Internship

Communication and marketing department, Wilson College
May 2016 – Jul 2016 | Chambersburg, PA, US

🧠 Skills

- SAP system
- Computer skills
- Work under pressure.
- Seriousness and commitment
- Microsoft Office tools/ Word, Excel, PowerPoints, Outlook
- Communication, negotiation & relationship managementskills
- Leadership & Cooperation with working teams
- Writing management reports
- Accounting and business administration
- Always developing in my working place
- Logistic operations
- Management skill
- Time management
- Investigative mind
- Self-Driven and looking for diversity, ownership and responsibility
- A constant learner, excellent ability to adapt to the surrounding
- Results focused

🚗 Driving licenses

Private driving license
present | Saudi Arabia, Dammam